

# JBA VISITOR CONTROL CENTER

## *Function List Procedures*

Personnel sponsoring special functions (Birthday parties, retirements, ect.) on Joint Base Andrews must submit a list to the Visitor Control Center for the guests to receive unescorted access through the gates. Anyone submitting a list must have an active duty/retired/dependent/DoD civilian ID card.

To avoid having a function List denied, please pay close attention to the instructions listed below. If you should have any questions, please do not hesitate to contact the Visitor Control Center.

- Only place individuals who are 18 years of age and older and do not hold any form of military ID onto the Function List.
- All visitors must have a form of State or federally issued ID (Driver's license, State ID card, Passport, ect.) NOTE: State issued licenses and ID cards must be "Real ID Act" compliant. Reference: <https://www.dhs.gov/real-id-public-faqs>
- Using Microsoft Word or Excel, list all guests in alphabetical order by last name, then first name, followed by their date of birth, and lastly, list their ID card and associated state and number.
- On the header of the list, place the title of the event followed by the location, date and time.
- Hand carry ten (10) one sided copies of your list to the Visitor Control Center and be prepared to present your military affiliated ID to the receiving clerk.
- Depending on the length of your list, you will need to turn it in during a certain time frame. Please reference below for the time frames for turning in lists.
  - Function lists with 50 or less names-turn in at least (3) business days in advance.
  - Function lists with 51 through 200 names-turn in at least (5) business days in advance.
  - Function lists with over 200 names-turn in at least (7) business days in advance.

### *Example Function List format*

<b><i>Birthday Party 18 March 2017 @ 1:30 Location: Golf Course Event Sponsor: Name</i></b>			
<b>Last Name</b>	<b>First Name</b>	<b>Date of Birth</b>	<b>ID type and number</b>
<i>Doe</i>	<i>John</i>	<i>05/17/1956</i>	<i>VA/123456789</i>
<i>Doe</i>	<i>Jane</i>	<i>08/20/1966</i>	<i>MD/123456789</i>
<i>Smith</i>	<i>John</i>	<i>02/15/1972</i>	<i>US Pass Port/1234567</i>